

## **APPENDIX A**

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**State FBLA History  
State Chapter Constitution/Bylaws  
Future Conferences and Workshops  
NDHSAA Two-Year Activities Calendar**

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# *North Dakota FBLA History*

**1967-68** John Sand, Mayville State College, Jack Sullivan, Grafton, and Dorothy Travis, Grand Forks, initiated a meeting of seventeen North Dakota business educators in Bismarck on November 17, 1967, to plan the organization of the state chapter of the Future Business Leaders of America. Robert Stickler, Illinois state chairman, representing the FBLA national office, served as a consultant. Dorothy Travis was appointed state chairman by Hollis Guy, national executive director.

A planning meeting for the first State Leadership Conference (SLC) was held in Grand Forks in March 1968. The first SLC was held at the Clarence Parker Hotel, Minot, on April 5-6, 1968. Chapters represented: Garrison, Grafton, Grand Forks Central, Jamestown, Minot, Mohall, and West Fargo. Eighty-nine registered. Competitive events included public speaking, parliamentary procedure, Mr. and Miss FBLA, largest chapter membership, spelling relay, and best chapter exhibit. Mark Gums, Jamestown, was elected first state president. Bill Drengler, FBLA national president from Wisconsin, attended.

The North Dakota state chapter was officially installed at the National Leadership Conference (NLC) held in Washington, D.C., in August 1968. North Dakota was represented at the NLC by three students and two advisers.

**1968-69** First Fall Leadership Workshop (FLW) Jamestown, October 1968. Annual state dues were set at 50 cents. First officers planning session Carrington, January 1969. SLC Tumble Weed Inn, Jamestown, April 1969. Added competitive events: beginning and advanced typewriting, beginning and advanced shorthand, most original project, and local annual chapter activities report. Rocky Finck, Hettinger, was elected state president and was candidate for national vice-president for Mountain-Plains (M-P) Region at the NLC held in Dallas, Texas. The first Phi Beta Lambda chapter in North Dakota was organized at Dickinson State College.

John Sand, Mayville State College; Harriet Shurr, Jamestown High School; and Curtis Tonneson, Minot High School; were appointed state FBLA advisers by Dr. O. J. Byrnside, Jr., national executive director.

**1969-70** FLW and SLC Holiday Inn, Bismarck. SLC host chapter Hettinger. Marsha Warren, West Fargo, elected state president. Steve Taylor, FBLA national president from Washington, attended.

**1970-71** Dr. Wilmer Maedke, UND, became state chairman. FLW and SLC Minot. Added contest: filing. As a service project, Jamestown published the first FBLA state newsletters. Rich Rauschenberger, Velva, was elected state president. NLC Miami Beach.

**1971-72** FLW and SLC Bismarck. For the first time the SLC was held on Monday-Tuesday, rather than Friday-Saturday. Added competitive events: clerical procedures, bookkeeping, and accounting. A \$100

Money Management Award was established by the North Dakota Association of Life Underwriters. Edward Burakowski, national director of Administrative Affairs for FBLA, attended.

Lynn Johnson, Scranton, elected state president and candidate for national vice-president for M-P Region at NLC in Houston, Texas. By winning first place in clerical procedures, Cheryl Schafer, Lisbon, became North Dakota's first national first-place winner. Scranton won eighth place for Most Original Project. The NLC was attended by 34 North Dakota members.

**1972-73** Dr. Maedke moved to California, and Miss Travis, FBLA state executive secretary, became acting state chairman. FLW Jamestown. SLC Bismarck, with Scranton as host chapter. The Money Management Award of \$100 was divided into three awards: first place \$50, second place \$35, and third placed \$15. Lynn Shattuck, Velva, was elected state president and was also elected national vice-president for the M-P Region at the NLC in Washington, D.C.

**1973-74** FLW Jamestown. Edward Burakowski of the national office attended. As national vice-president, Lynn Shattuck was chairman of the M-P Regional Leadership Conference in Denver in November 1973. SLC Bismarck, hosted jointly by Bismarck, Lisbon and Velva chapters. Competitive events added: FBLA Creed and machine transcription. Ross Teigen, Scranton was elected state president. NLC San Francisco.

**1974-75** Mr. Jerald Lydeen, state supervisor of office education, became FBLA-PBL state chairman. First summer conference for officers of all vocational youth organizations was held in Bismarck in July 1974. SLC Lynette Larson, Edgeley, was elected state president.

**1975-76** FLW Jamestown, and SLC UND, Grand Forks. Co-hosts: Grand Forks Central and Red River High Schools. Cindy Revo, FBLA national president from Nebraska, attended. David Michaelson, Velva, was elected state president.

**1976-77** FLW and SLC Bismarck. Competitive events and other conference activities were held at Holiday Inn, Bismarck High School, Mandan Senior High School, and Mandan Community Center. Mark Provence, FBLA national treasurer, presented a Project Awareness workshop. Over 500 attended the largest number yet. Julie Eberle, Enderlin, was elected state president.

**1977-78** FLW Jamestown; SLC Bismarck. SLC hosted jointly by Bismarck High School, Bismarck Century High School, and Mandan High School. Mr. John Gringer, Mayville, was selected as North Dakota's first Businessperson of the Year. Bruce Ludwig, Drake, was elected state president.

**1978-79** FLW Bismarck. Special guest was Edward Miller, national executive director. SLC Bismarck; hosted jointly by Bismarck High School, Bismarck Century High School, and Velva High School. Congressman Mark Andrews and Governor Arthur Link were guests. Mark Lagodinski, Edgeley, was elected state president.

**1979-80** FLW Mandan Community Center; SLC Bismarck. Stuart Fulton, FBLA national president from Colorado, attended both. SLC host chapters were Velva, Lisbon, and Mayville-Portland. Ross Teigen, Scranton, was selected Businessperson of the Year. Mr. Teigen became a member of FBLA in 1973, and later served as state president for both FBLA and PBL. Janel Muckenhirn, Enderlin, was elected state president. NLC Washington, D.C.

**1980-81** FLW Mandan Community Center. Edward Burakowski of the national office attended. SLC Bismarck. John Anderson, FBLA national parliamentarian from Wisconsin, assisted with the competitive events. Workshops were added to the program. Mark Dosmann, Langdon, was the first recipient of the "Investment in the Future" scholarship (\$150) made possible by Mr. Leo Reis, president of Peoples and Enderlin State Bank. The Years of Service Award for local chapter advisers was instituted. Sandy Horner, Devils Lake, was elected state president.

**1981-82** FLW Mandan Community Center; SLC Bismarck. Lyn Scott, national vice-president of the M-P Region, attended the SLC. John Bachmeier, Mayville-Portland, was elected state president.

**1982-83** No Fall Leadership Conference (FLC) because M-P Regional Leadership Conference was held in Bismarck. The Killdeer chapter organized the "Roll Out the Barrel" project, in which a barrel was pushed approximately 350 miles from the Montana border to the Minnesota border. FBLA and PBL state chapters participated jointly. Chapters throughout the state were urged to raise money through pledges. The money earned was divided among the March of Dimes, the FBLA-PBL National Building Center Fund, and the FBLA and PBL state chapters. SLC Bismarck, was attended by Patty Hendrickson, FBLA national president. Ken Kostelnak, Killdeer, was elected state president. NLC San Francisco.

**1983-84** FLC Mandan Community Center: SLC Bismarck. Angela Butler, national vice-president for M-P Region, attended. Leann Erickson, Beulah, was elected state president. NLC Atlanta, Georgia.

**1984-85** FLC Sheraton Riverside Inn, Minot; SLC Bismarck. Nicole Stone, national vice-president for M-P Region, attended. Shelly Becker, Cavalier was elected state president. NLC Houston, Texas

**1985-86** FLC Jamestown; SLC Bismarck. Leann Tatso, national vice-president for M-P Region,

attended. Monte Zingleman, PBL national secretary, University of North Dakota, and Henry Rosales, PBL national vice-president of M-P Region, from Colorado, also attended. A chapter event entitled Handicapped Awareness Project was added to the North Dakota competition. Kip Jaeger, Beulah, was elected state president. NLC Washington, D.C.

**1986-87** FLC none; SLC Bismarck; Randy Neugebauer, national vice-president for M-P Region, attended. Joe Lukach, Stanley, was appointed state adviser along with Marilyn Nelson, Enderlin. The fun event, Acalympics, was added. Heidi Nelson, Enderlin, was elected state president. NLC Anaheim, CA.

**1987-88** FLC none. RLC Colorado Springs, CO. SLC Fargo. Stephanie Brodine, national secretary, and Christopher Heider, Florida, alumni national president, attended. An individual event entitled Principles and Practices was added to the North Dakota competition. Kent Jeger, Beulah, was elected state president. NLC Orlando, FL. Tara Erickson, Hatton, was elected M-P Region vice-president.

**1988-89** FLC Holiday Inn, Bismarck; SLC Radisson Inn, Bismarck. Tara Erickson, Hatton, Mountain-Plains vice-president, represented national office. James Ramey, Linton, was elected state president. NLC Orlando, Florida; Mitch Dvorak, Killdeer, elected national secretary for 1989-90.

**1989-90** FLC Holiday Inn, Bismarck; SLC Radisson Inn, Bismarck. Mitch Dvorak, Killdeer, ND, national secretary, and J. J. Ament, national president, Illiff, Colorado, represented national FBLA. Jenny Berthold, Hatton, was elected state president. NLC Washington, D.C.

**1990-91** FLC Holiday Inn, Bismarck; SLC Holiday Inn, Fargo. Bridget M. Osowski, FBLA National Parliamentarian from Thorpe, Wisconsin, attended. Eric Grant Chester gave the keynote address, "The X-Factor." Joe Lagodinski, Edgeley, was elected 1991-92 state president. NLC Anaheim, CA.

**1991-92** State membership 1,420, 49 chapters. FLC Holiday Inn, Bismarck; SLC Radisson Inn, Bismarck, Richard W. James, M-P Region vice-president, Kingman, Kansas, represented the national office. Bill Sanders, Kalamazoo, Michigan, gave the keynote address, "Show the World Your Greatness." Shelly Salwei, Wishek, was elected 1992-93 state president. The following competitive events were added on the state level: Introduction to Parliamentary Procedure, Proofreading Skills and Knowledges, and Spelling and Correct word Usage. New Recognition Awards: Go for North Dakota Gold, Membership Achievement Award. Curt Schaff, Hatton, was appointed state adviser. The banquet was dispensed with this year. NLC Chicago, IL

**1992-93** At the SLC in 1992 the decision was made to divide North Dakota into four regions. Four regional FLCs were held Watford City, Jamestown, Dickinson

and Grand Forks. SLC Radisson Inn, Bismarck. Jeffrey Whitworth, FBLA national parliamentarian, Ada, OK, attended. Opening keynote address J. J. Ament, Boulder, Colorado, "Endeavors of Excellence." Closing keynote address John Crudele, Minneapolis, MN, "Choose Life, Choose Love, Choose You." Chad Sundberg, Harvey, was elected state president.

Dorothy L. Travis (1904-1992), one of the founders of North Dakota FBLA-PBL, (the national FBLA-PBL Parliamentary Procedure competitive event was named in her honor) passed away in her sleep at her home in Grand Forks on December 3, 1992.

**1993-94** State membership is at an all-time high of 1,666. One statewide FLC was held in Bismarck at the Ramada Hotel on September 27, 1993. SLC Radisson Inn, Bismarck. Eric Chester, Colorado, gave the keynote address, "Lookin' for A Hero, The Journey Begins Within." Rachel Fehringer, Mt. Plains vice-president, Colorado, represented National FBLA. David Glennon, Hatton, was elected 1994-95 state president. Conference attendance was 1,202.

The 1993-94 SLC was held in Loving Memory of Krista Dawn Erickson, Hillsboro FBLA chapter officer, (1977-1993) and Amie Ann Hildebrandt, Beach FBLA chapter officer (1976-1994).

Nancy Wolff, Hettinger, was elected national FBLA Mountain-Plains vice president. NLC Anaheim, CA.

**1994-95** State membership peaked at 1,915; 52 chapters. Enderlin had 101 members, largest local chapter ever. This year national opened membership to middle schools. Hughes Junior High School in Bismarck is the first middle school in North Dakota to become a chapter. Other new chapters: Fargo Shanley, Des Lacs, Center (reactivated).

The SFLC was held on September 25 at the Ramada Hotel in Bismarck. The SLC was held at the Holiday Inn, Radisson Hotel, and the Civic Memorial Auditorium in Fargo on March 26-28, 1995. Patty Hendrickson from LaCrosse, Wisconsin gave the keynote address "Get A Clue: Leadership Is In You!" Nancy Wolff, Mountain-Plains Region Vice President from Hettinger, North Dakota represented the national office. May-Port CG HS received the Dorothy L. Travis Award. Marc Skjervem, Lakota, was elected 1995-96 president.

**1995-96** State membership peaked at 2,117; 56 chapters. New chapters activated this year are: Dakota High School, Hunter; St. Mary's High School, Bismarck; Central Valley High School, Buxton; Dakota Prairie High School, Petersburg; and Williston High School.

The SFLC was held October 1-2, at the Ramada Hotel in Bismarck. The SLC was held at the Radisson Inn and Civic Center in Bismarck, scheduled for March 24-26. Due to a severe storm the conference did not start till after lunch on the 25th. Approximately 43 chapters attended. Craig Zablocki, Denver, CO, gave the keynote address, "Dream Big, Take Yourself Lightly." Representing the national office were Kenneth Corn, national president, Howe, OK; and Louise LeGrand, national secretary, Wessington, SD. Carrie Selle, DCHS, Crosby, was elected 1996-97 president. The Handicapped Awareness Project was expanded,

therefore, the new name is Project Equality. The number of members from each chapter who could participate in an event was increased in several events. May-Port CG received the Dorothy L. Travis Award. NLC in Washington, DC.

**1996-97** State membership peaked at 2100 with 58 chapters. FLW—Held in Bismarck at the Radisson Inn and Sertoma Park. Candace Kane from the Kathryn Center, Valley City, did the workshop on Monday.

SLC was to have been held in Minot. A blizzard came through North Dakota starting late Friday. The conference was cancelled. The written tests were mailed and administered to the local schools. Interview events were judged on resumé and written test; speaking events, Parliamentary Procedure and Entrepreneurship events were put on video for judging. State officer candidates mailed their materials to each chapter and the voting was conducted by mail. The old officers and new officers met in Minot for an installation ceremony. Shayla Swedlund from Velva was elected state president. May-Port CG HS received Dorothy L. Travis Award. NLC Anaheim, CA.

**1997-98** State membership 1,923 with 56 active chapters. FLW held in Bismarck at the Radisson Inn. SLC was held in Minot March 29-31, 1998. The weather was beautiful. The keynote address, "The Best Way to Predict the Future is to Create It", was delivered by Scott Friedman from Denver, CO. Scott also gave a workshop entitled "A Funny Thing Happened on the Way to Happiness." National Mountain-Plains Region Vice-President, Jill M. Kirk from Holton, Kansas presented a workshop titled "FBLA Soup for the Soul."

May-Port CG HS received Dorothy L. Travis Award. Rachel Langer from Enderlin was elected 1998-99 state president. NLC in Orlando, Florida.

**1998-99** State membership was 2,191 with 60 chapters. FLW held in Bismarck at the Radisson Inn. SLC was held in Minot April 11-13 in conjunction with the Governor's Youth Leadership Summit. Sunday evening Governor Edward D. Schafer gave the address, "Why North Dakota Cares About You." The special Guest was Admiral Bill Owens. The keynote address was given by Astronaut Rick Hieb.

Divide County HS, Crosby, received the Dorothy L. Travis Award. Jenny Boland from Northern Cass High School, Hunter, was elected president. NLC in Chicago, IL

**1999-2000** State membership was 2,138 with 60 active chapters. Hettinger had the largest chapter in ND FBLA history with 114 members in a school with 166 students. A state FLC was not held. Hettinger High School sponsored an FLC for Region III which was held in Dickinson and was a great success. SLC held in Fargo. Terry Fleck from Bismarck, ND gave the keynote address, "The Attitude Virus." J.R. Parsons, Mountain Plains Region vice-president attended. Hettinger High School received the Dorothy L. Travis Award. Kay Johnson from Hettinger was elected 2000-2001 state president. NLC Long Beach, CA

**2000-2001** State membership reached an all-time high of 2,237 with 59 active chapters. FLC was held at the Radisson Inn in Bismarck, and the SLC was held at the Ramada Plaza Suites and the Holiday Inn in Fargo. Region III once again held a regional meeting in Dickinson. Jerry Lydeen, state chairman since 1971, retired on October 12, 2000. Kelly Scholl was appointed as the new state chairperson on January 2, 2001. Byron Garrett of Life Works, Intl., in Phoenix, AZ, gave the keynote address at SLC, "Lead Now or Step Aside." William Heermann, Mountain Plains Region Vice President attended SLC and gave a workshop entitled "The Essentials of Teamwork." Hettinger High School had the largest chapter and received the Dorothy L. Travis Award. Amber Rose Bjerke of Central Valley High School in Buxton was elected state president. NLC was held in Orlando, FL.

**2001-2002** State membership was 1,929 with 56 active chapters. FLC was held at the Holiday Inn in Bismarck, and James Vossler of the Harold Shafer Leadership Center at the University of Mary, delivered a ½ day presentation entitled "Starting Your Leadership Engine." SLC was held at the Municipal Auditorium in Minot. Keith Hawkins from Roseville, CA gave the keynote address, "The Power of One." Jessica Vincik, Mountain Plains Region Vice-President from Aurora, Nebraska, presented the workshop, "The Person You Didn't Think You Could Be." Hettinger had the largest chapter and Cavalier received the Dorothy L. Travis Award. David Meier of Hettinger High School was elected state president. NLC was held in Nashville, TN.

**2002-2003** State membership was 1,887 with 57 active chapters. FLC was held at the Holiday Inn in Bismarck. SLC was held at the Municipal Auditorium in Minot. Rolfe Carawan gave the keynote address, "The Character Revolution." Allison Floeter, PBL Mountain Plains Region Vice President from the University of North Dakota represented the national chapter. Cavalier had the largest chapter, and Divide County received the Dorothy L. Travis Award. Mason Bjerke of Central Valley High School was elected state president. NLC was held in Dallas, TX.

**2003-2004** State membership was 1,729 with 53 active chapters. FLC was held at the Radisson Inn in Bismarck. SLC was held at the Ramada Plaza Suites and Holiday Inn in Fargo. Ryan Underwood of TRI Leadership Resources gave the keynote address and presented two workshops. Arvind Cadambi, FBLA National Treasurer from California represented the national chapter and presented a workshop entitled "Blazing the Way." Velva had the largest chapter, and Divide County received the Dorothy L. Travis Award. Jordan Regan of Fargo South High School was elected state president. NLC was held in Denver, CO.

**2004-2005** State membership was 1,713 with 53 active chapters. FLC was held at the Best Western Ramkota in Bismarck. SLC was held at the Best Western Ramkota and Bismarck Civic Center in Bismarck. James Malinchak of Henderson, NV, was the keynote speaker. Evan Lemoine, FBLA National Treasurer from Woonsocket, RI, attended the conference and presented a workshop. Velva High School had the largest chapter with 87 members, and Divide County High School received the Dorothy L. Travis Award. Max Kringen of Enderlin High School was elected state president. NLC was held in Orlando, FL.

# UNIFORM STATE CHAPTER CONSTITUTION

## FUTURE BUSINESS LEADERS OF AMERICA PHI BETA LAMBDA, INC.

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### Article I – Name

The name of this organization shall be the North Dakota State Chapter of the Future Business Leaders of America Phi Beta Lambda, Incorporated, herein after referred to as the Chapter.

### Article II – Purpose

The purpose of this FBLA Chapter shall be to further the goals of FBLA within the state of North Dakota. The Chapter shall provide as an integral part of the instructional program additional opportunities for secondary students (grades 7-12) in business and office education to develop vocational and career supportive competencies and to promote civic and personal responsibilities.

The purpose of this PBL Chapter shall be to further the goals of PBL within the state of North Dakota. The chapter shall provide opportunities for post-secondary and college students to develop vocational competencies for business and office occupations and business teacher education. PBL is an integral part of the instructional program and, in addition, promotes a sense of civic and personal responsibility.

The specific goals of FBLA-PBL and the Chapter are to:

- Develop competent, aggressive business leadership;
- Strengthen the confidence of students in themselves and their work;
- Create more interest and understanding of American business enterprise;
- Encourage members in the development of individual projects, which contribute to the improvement of home, business, and community;
- Develop character, prepare for useful citizenship, and foster patriotism;
- Encourage and practice efficient money management;
- Encourage scholarship and promote school loyalty;
- Assist students in the establishment of occupational goals;

Facilitate the transition from school to work.

The chapter shall not have any purpose nor engage in any activity inconsistent with the status of an educational and charitable organization as defined in Section 501 (c) (3) of the Internal Revenue Code of 1954 or any successor provision thereto, and none of these goals shall at any time be deemed or construed to be other than the public benefit purposes and objectives consistent with such educational and charitable status, nor shall the Chapter adopt goals or engage in any activity inconsistent with the goals and policies of FBLA-PBL, Incorporated.

### Article III – Membership

The membership of the Chapter shall consist of FBLA or PBL members residing within the state of North Dakota. Classes of membership identical to those established by FBLA-PBL, Inc., shall be established by the Chapter. Such classes, together with the voting and other rights of each, may be more specifically set forth in the Bylaws.

### Article IV – Dues and Finance Section 1

The Chapter may assess dues from the members in addition to dues assessed by FBLA-PBL, Incorporated.

#### Section 2

No part of the net earnings of the Chapter shall inure to the benefit of any member, sponsor, donor, creator, director, officer, employee, or any other private individual or to the benefit of any corporation or organization, any part of the net earnings of which inure to the benefit of any private individual; provided, this shall not prevent payment of reasonable compensation for services actually rendered the Chapter in effecting its goals.

The Chapter shall not divert any part of its income or corpus to any member, sponsor, donor, creator, director, officer, or employee; by lending any part of its income or corpus without receipt of adequate security and a reasonable rate

of interest; by paying any compensation in excess of reasonable allowance for salaries, or other compensation for personal services actually rendered; by making any purchase of money or money's worth; by selling any substantial parts of its securities or other property for less than adequate consideration for money or money's worth; or by engaging in any other transaction which, either directly or indirectly, results in such diversion of its income or corpus.

The Chapter shall not make any accumulation of its income unreasonable in amount or duration.

The Chapter shall not use any income for purposes other than the objects in this Constitution set forth, or invest any income in any manner which might jeopardize the fulfillment or carrying out of its objects. The chapter shall not devote a substantial portion of its activities to carry on propaganda or otherwise attempting to influence legislation, and in no event shall the Chapter engage in any legislative activities other than those in direct furtherance of the Chapter's stated objectives. The chapter shall not participate in or intervene in any political campaign on behalf of any candidate for public office. In general, the Chapter shall not act in any way or engage in any activity which might effect its right or the right of FBLA-PBL, Inc., and the Chapter shall be so operated as to be entitled to and receive all tax exemptions, federal or local, which may be granted to charitable, scientific, or educational associations or foundations.

### Article V – Organization Section 1

The chapter is a subsidiary of the Future Business Leaders of America Phi Beta Lambda, Inc. As an integral part of FBLA-PBL Inc., the chapter shall have goals and engage in activities consistent with the organization's status as a charitable and educational organization as defined in Section 501 (c) (3) of the Internal Revenue Code of 1954. Reports

shall be submitted to FBLA-PBL, Inc., as requested.

#### **Section 2**

The chapter shall be governed by a Board of Directors, which shall serve as the policy making body for the chapter, and which shall be subject to this Constitution, the FBLA or PBL Bylaws, and the Board of Directors of FBLA-PBL, Inc.

#### **Section 3**

The Chapter shall adopt a set of Bylaws consistent with this Constitution, which shall include the powers and duties of the Board of Directors, officers and elections, meetings of the chapter, and any other provisions necessary for the orderly administration of the Chapter.

#### **Section 4**

The Chapter shall maintain such relationship with FBLA or PBL local chapters within the state of North Dakota as shall be approved by the Board of Directors. The chapter may apply to the Internal Revenue Service for a group tax exemption ruling on behalf of the local chapters within the state.

#### **Section 5**

Upon dissolution, all the assets of the Chapter shall be and remain the assets of FBLA-PBL, Inc.

### **Article VI – Emblems and Insignia**

The chapter emblems shall be the emblems of the national organization. Only members in good standing may use official emblems and insignia.

### **Article VII – Amendment**

This Constitution is a mandatory Constitution drafted by FBLA-PBL, Inc., for the adoption by its state chapters and shall be unamendable without the written consent of FBLA-PBL, Inc. Should amendments be required for the purpose of qualifying or retaining qualification under Section 501 (c) (3) of the Internal Revenue Code of 1954 or any successor provision thereto, such amendments, as approved by the Board of Directors of FBLA-PBL, shall become a part of this Constitution with or without the consent of the Chapter.

Revised by National FBLA-PBL  
December 5, 1975

Adopted April 12, 1984, by North  
Dakota State Chapter of FBLA-PBL, Inc.

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# FUTURE BUSINESS LEADERS OF AMERICA

## North Dakota Chapter

### BYLAWS

#### Article I – Membership

##### Section 1

FBLA membership shall consist of members of nationally chartered local chapters. These members shall hold membership in their local, state, and national chapters. Membership shall consist of these classes of members:

Active Members--shall be secondary students (grades 7-12) who become members while enrolled in business or business related classes, who accept the purpose of FBLA, subscribe to its creed, demonstrate willingness to contribute to good school and community relations, and possess qualities for employment. Active members shall pay dues as established by local, state, and national FBLA and may participate in all events, in accordance with the guidelines of the awards program, serve as voting delegates to leadership conferences, hold office, and otherwise represent their local or state chapters as approved by their respective local or state advisers.

Professional Members shall be persons associated with or participating in the professional development of FBLA. Such members may include local and state chapter advisers, business teachers, business teacher educators, state supervisors of business and office education, employers or supervisors of cooperative work training students, advisory council members, business persons, and other persons contributing to the growth and development of FBLA. Professional members shall pay dues as established by FBLA, but shall not participate in events, serve as voting delegates, or hold office.

Honorary Members may be elected to a local or state chapter. They shall be persons who are assisting in the advancement of business and office education and/or who are rendering outstanding service to the local or state chapter. Honorary life members shall not vote or hold office and shall not be required to pay dues.

National Honorary Life Members may be recommended by the

membership and shall be accepted upon approval by the Board of Directors of FBLA-PBL, Inc. They shall be persons making significant contributions to the field of business and office education and/or to the growth and development of FBLA-PBL, Inc. National honorary life members shall not vote or hold office and shall not be required to pay dues.

#### Article II – Dues and Finance

##### Section 1

State dues shall be determined by a majority vote of the local voting delegates at the State Leadership Conference. State and national dues shall be forwarded directly to the national office by the local chapter, and the national office will reimburse the state chapter for state dues.

##### Section 2

Annual North Dakota State Chapter dues shall be \$4.

##### Section 3

The affairs and property of FBLA shall be managed by the National Board of Directors which shall have all powers and duties of a board of directors, according to D. C. Code 29-1018 (1967 ed.).

##### Section 4

The fiscal year of the Future Business Leaders of America shall be July 1 through June 30.

#### Article III – Organization

##### Section 1

The state Chapter shall be an association of local chapters, each operating in accordance with the charter granted by FBLA-PBL, Inc. Only chapters in good standing shall be referred to as "Future Business Leaders of America." Chapter charters and numbers shall be issued to each FBLA chapter by national FBLA-PBL, Inc.

##### Section 2

A chapter of FBLA shall be considered in good standing with the national and state organization when the following conditions are met:

- a. State and national membership dues have been paid,

- b. All reports have been submitted to the national office and state chairman as requested, and
- c. The local chapter constitution and bylaws are not in conflict with the state and national constitutions and bylaws in any of the provisions.

##### Section 3

Active members shall be considered in good standing when they:

- a. Attend local chapter meetings with reasonable regularity,
- b. Show an interest in, and take part in, the affairs of the chapter, and
- c. Pay their dues

##### Section 4

The State Executive Board shall consist of the state chairman, the state advisers, and the state president. Each member of the State Executive Board shall have one vote. The state chairman will chair the State Executive Board meetings.

##### Section 5

The state Chapter shall hold at least one annual state leadership conference to elect state officers and conduct business.

##### Section 6

The position of state chairman shall be filled by recommendation of the National Executive Director and approval of the National Board of Directors of FBLA-PBL, Inc.

##### Section 7

Each group wishing to become a chapter of FBLA shall make a formal written application to the North Dakota state chairman who will submit the application to the national FBLA office for approval, and the national FBLA office will issue the local chapter charter.

##### Section 8

Each local chapter shall have at least one adviser who shall be a local faculty member. A local chapter may have as many special emphasis groups under the chapter charter as it deems necessary to meet the interests of all students. The local chapter of FBLA shall assume full responsibility for coordinating the program for these interest groups.

## Section 9

The State Executive Board shall be represented by four state advisers—one from each region. State advisers shall be appointed by the State Executive Board to serve an unspecified term of office.

## Article IV – Officers and Elections

### Section 1

The state elected officers of FBLA shall be a president, four regional vice-presidents, secretary, treasurer, historian, and webmaster. The parliamentarian shall be appointed by the state chairman and shall serve as a voting member of the State Executive Board.

### Section 2

The person scoring highest on the parliamentary procedure written test shall be appointed parliamentarian by the state chairman and shall be installed at the State Leadership Conference. This individual shall have at least one year remaining before being graduated from a secondary institution.

### Section 3

Qualifications for Elected State Officers

- a. Only active members are eligible to hold state office.
- b. Only those applicants who are present at the State Leadership Conference and officially certified by the officer screening committee shall be eligible for nomination.
- c. To be considered for an elected office in FBLA, a candidate shall:
  1. have at least one full year remaining in their secondary program,
  2. be recommended by the chapter and endorsed by their local chapter adviser, parents, and school official, and
  3. file an official application before the deadline established by the FBLA state office.
  4. maintain a grade point average of a "C" grade in all grading periods using a grading scale of 'A, B, C, D, F'. Any officer not maintaining this academic requirement in all separate formal recorded grading periods (i.e. report cards issued to parents after a nine-week or six-week grading period) is removed from office permanently and the office is declared vacant.

5. be eligible at all times to participate in activities approved by the North Dakota High School Activities Association. Any officer suspended from participation in high school activities in accordance with the rules of the North Dakota High School Activities Association for any period of time, is immediately removed from office permanently and the office is declared vacant.
6. all requirements and regulations governing North Dakota FBLA State Officers are applicable to FBLA members who are candidates, or who have been elected or appointed as a national FBLA officer, representing the North Dakota State Chapter of FBLA-PBL.
7. Candidates for webmaster must have completed one year of computer application courses, and must possess the ability to edit, publish, update, and maintain North Dakota FBLA list serves, chat rooms, and web pages, including the web pages of the *Dakota RoughWriter* by July 1 of the year they begin their term of office.

### Section 4

Nominations for Elected Officers

- a. Nominees that have filed nomination papers in accordance to the established deadline(s) (Section 4, B.) will be presented at a general session of the leadership conference.
- b. The deadlines for application are as follows:

Eight weeks prior to the State Leadership Conference – Deadline for filing for all offices. Application forms must be received in state office by this date.

Seven weeks prior to the State Leadership Conference – In the event of a vacancy, the state office will contact all chapters of the vacancy.

Six weeks prior to the State Leadership Conference – Second deadline for filing for an office of a vacancy. Application forms must be received in state office by this date.

Five weeks before the State Leadership Conference – In the

event of a vacancy, the state office will contact all chapters of the vacancy.

Four weeks prior to the State Leadership Conference – Final deadline for filing for an office of a vacancy. Application forms must be received in state office by this date.

Three weeks prior to the State Leadership Conference – In the event of a vacancy, the state office will contact all chapters of the vacancy.

- c. In the event there are no candidates for an office, nominations will be accepted by the State Executive Board.
- d. Only candidates approved by the office screening committee shall be nominated.

### Section 5

Elections

- a. The president, four regional vice-presidents, secretary, treasurer, historian, and webmaster shall be elected annually by the local voting delegates at a general session of the State Leadership Conference.
- b. These officers shall be elected by a majority of the local voting delegates.
- c. Two state officers may be elected from the same local chapter. The parliamentarian may be appointed from a local chapter with two elected state officers.

### Section 6

Term of Office

- a. State officers shall be elected for one year, or until their successors are elected or appointed, and their term of office shall begin at the close of the State Leadership Conference.
- b. Officers may succeed themselves in the same office for two consecutive years.

### Section 7

Vacancy in Office

- a. A vacancy in any office, other than that of president shall be filled or remain vacant, as determined by the State Executive Board.
- b. Should the office of president become vacant, the secretary shall automatically become president. If the secretary, who has assumed the office of president is unable or unwilling to assume or continue in the office of president, the treasurer, webmaster, historian, vice-president region I, vice-president region II, vice-president region III, vice-

president region IV, shall assume the office of president in the order listed.

## **Article V – Duties of FBLA State Officers**

### **Section 1**

The president shall:

- a. preside at meetings of the state officer team and general sessions of FBLA conferences,
- c. appoint appropriate committees and committee chairman,
- d. serve as an ex-officio member of all committees, and
- e. perform other duties for the promotion and development of local, state, and national FBLA, and
- f. maintain a close and continuing relationship with the state chairman of FBLA.

### **Section 2**

The four regional vice presidents shall:

- a. on a yearly rotational basis, by region, fill in for the president, if needed.
- b. serve as a communications liaison by gathering news and information from the chapters by region and submitting it to the webmaster.

#### **c. Region I**

All schools located east of Highway 3 and north of Highway 200.

#### **Region II**

All schools located west of Highway 3 and north of Highway 200.

#### **Region III**

All schools located west of Highway 3 and south of Highway 200.

#### **Region IV**

All schools located east of Highway 3 and south of Highway 200.

### **Section 3**

The secretary shall:

- a. keep an accurate record of all business meetings of the State Leadership Conference and the State Executive Board,
- b. supply at least one copy of the minutes and substantiating reports to the president and state chairman promptly, and
- c. assist in the promotion and development of FBLA.

### **Section 4**

The treasurer shall:

- a. assist the state chairman in keeping accurate records of receipts and disbursements,

- b. present financial reports to members at State Executive Board meetings and the State Leadership Conference, and
- c. assist in the promotion and development of FBLA.

### **Section 5**

The historian shall

- a. be responsible for writing and publishing the North Dakota State Chapter Annual Business Report, and
- b. assist in the promotion and development of FBLA.

### **Section 6**

The webmaster shall:

- a. be responsible for publishing the *North Dakota FBLA Website* on the World Wide Web,
- b. submit appropriate items to the publisher of national FBLA publications and other state and local publishers and broadcasters, and
- c. assist in the promotion and development of FBLA.

### **Section 7**

The parliamentarian shall:

- a. advise the president on the orderly conduct of business in accordance with FBLA Bylaws and *Robert's Rules of Order Newly Revised-1990 Edition*, and
- b. assist in the promotion and development of FBLA.

### **Section 8**

These officers shall serve on the State Executive Board, perform the duties prescribed in the Bylaws, and perform such other duties as directed by the president and the state chairman which are not inconsistent with these Bylaws or other rules adopted by FBLA.

## **Article VI – State Leadership Conference and Meetings**

### **Section 1**

A state leadership conference shall be held each year.

### **Section 2**

Each local chapter in good standing shall be entitled to send two to four local voting delegates from its active membership to the State Leadership Conference in accordance with the following:

- a. under 50 members – two voting delegates
- b. 50-100 members – three voting delegates

- c. over 100 members – four voting delegates

### **Section 3**

All voting delegates and competitive event participants of local chapters shall be officially certified by their respective advisers and their names submitted by a deadline set by the State Executive Board for the State Leadership Conference.

### **Section 4**

Local voting delegates shall be entitled to vote on all matters which come before the State Leadership Conference. There will be no proxy voting.

### **Section 5**

The quorum for all business meetings at the State Leadership Conference shall be a majority of the currently registered voting delegates eligible to vote and in attendance at that meeting.

### **Section 6**

Leadership development conferences and meetings may be held as determined by the State Executive Board.

## **Article VII – State Executive Board**

### **Section 1**

The State Executive Board shall consist of the state chairman, the state advisers, and the state president. Each member of the State Executive Board shall have one vote. The state chairman will chair the State Executive Board meetings.

### **Section 2**

The State Executive Board shall:

- a. adopt policies of operation for FBLA as deemed necessary,
- b. approve committee appointments and the creation of new committees by the president.
- c. review all proposed amendments to the Bylaws,
- d. Present to the voting delegates at the State Leadership Conference those proposed amendments which have been approved by the State Executive Board, and
- e. perform such other duties as are prescribed by these bylaws.

### **Section 3**

Special meetings of the State Executive Board shall be called upon at the written request of three voting members of the State Executive Board. At least one State Executive Board meeting will be held annually.

#### **Section 4**

Business of the State Executive Board may be conducted by mail, e-mail, or teleconference at the discretion of the president and approval of the state chairman and state advisers. All mail, e-mail, or teleconference business, and results of this business, shall be recorded in the minutes of the next regular State Executive Board meeting.

### **Article VIII – Committees**

#### **Section 1**

Advisory and other committees to assist in the growth and development of FBLA may be appointed as deemed necessary by the State Executive Board.

#### **Section 2**

The president of FBLA shall, with the approval of the State Executive Board, establish committees, and appoint their members for a period not to exceed the president's term in office, and assist in their activities.

#### **Section 3**

Committee business may be conducted by mail, e-mail, or teleconferences at the discretion of the state chairman. For adoption, action by mail, e-mail, or teleconferences shall require a plurality vote of the members eligible to vote and shall be reported to the committee members not later than the next regular committee meeting.

### **Article IX – Emblems and**

#### **Colors**

#### **Section 1**

The official emblem and insignia item designs are described and protected from infringement by registration, in the U. S. Patent Office, under the Trademark Act of 1946. The manufacturing, reproduction, wearing, or displaying of the emblem shall be governed by the National Board of Directors.

#### **Section 2**

Emblems and insignia shall be uniform in all local and state chapters and within special-emphasis groups; they shall be those of FBLA. Only members in good standing may use official emblems and insignia.

#### **Section 3**

The official colors of FBLA shall be blue and gold.

### **Article X – Parliamentary**

#### **Authority**

#### **Section 1**

The rules contained in *Robert's Rules of Order, Newly Revised* shall govern the FBLA in all cases to which they are applicable and in which they are not inconsistent with the rules of FBLA-PBL, Inc., these Bylaws, or any special rules of order the FBLA may adopt.

### **Article XI – Amendment of the Bylaws**

#### **Section 1**

Proposed amendments to these Bylaws shall be submitted in writing not later than December 1 to the state chairman by local chapters or by a state officer. Notice of proposed amendments shall be sent to local chapters by February 1.

#### **Section 2**

Proposed amendments shall be reviewed by the State Executive Board and must be approved by the State Executive Board before they can be submitted to the voting delegates. The State Executive Board shall present approved amendments, with recommendations, to the voting delegates at the State Leadership Conference.

#### **Section 3**

A two-thirds vote of the voting delegates registered at the State Leadership Conference and in attendance at all business meetings is required for adoption of amendments.

## **FUTURE CONFERENCES**

September 25 - 26, 2005	North Dakota Fall Leadership Conference, Ramkota Hotel, Bismarck, ND
November 11 - 12, 2005	FBLA-PBL National Fall Leadership Conference, Kansas City, MO
November 18 - 19, 2005	FBLA-PBL National Fall Leadership Conference, Salt Lake City, UT
March 26 - 28, 2006	FBLA State Leadership Conference, Alerus Center Grand Forks, ND
June 29 - July 2, 2006	FBLA National Conference, Nashville, TN
September 24 - 25, 2006	North Dakota Fall Leadership Conference, Ramkota Hotel, Bismarck, ND
April 1 - 3, 2007	FBLA State Leadership Conference Minot, ND



## **APPENDIX B**

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### **National Leadership Conference Information**

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**Join the North Dakota FBLA Travel Group  
Institute for Leaders  
FBLA National Leadership Conference  
Nashville, TN  
June 28 – July 2, 2006**

Join the North Dakota FBLA Travel Group and attend the Institute for Leaders and the FBLA National Leadership Conference in Nashville, TN, and participate in other fun-filled activities of the area on June 28 – July 2, 2006.

**Travel World of Crosby** has been designated as the exclusive North Dakota FBLA travel agency. You cannot participate in the North Dakota FBLA room block or participate in activities and services provided in the travel package unless **Travel World of Crosby** makes your airline reservations. By using **Travel World of Crosby** to book your plane reservation, you will receive the lowest airfare available. Family members and friends are invited to become part of this group. Reservations, all monies to be paid, and questions about the travel package should be directed to **Travel World of Crosby**. Phone toll free at 1-800-965-6232 or e-mail at [travelwld@nccray.com](mailto:travelwld@nccray.com).

**Travel World of Crosby** will coordinate for the North Dakota FBLA state office all travel arrangements and assist with the assembling of a winning North Dakota FBLA competitive events team. **Travel World of Crosby** will assist you in finding roommates with other North Dakota FBLA members attending to cut expenses and get the lowest room rates. Room rates, registration fees, ground transportation, and other activity fees have not yet been determined, so it is very important to watch for announcements and up-to-date information from **Travel World of Crosby**, the North Dakota FBLA state office, and the national FBLA-PBL conference department. Contact the national FBLA office at 800/325-2946 ext. 119 and/or go to the national FBLA-PBL Website: <http://www.fbla-pbl.org>.

***Every FBLA member must have an adult chaperon from their local chapter in order to participate in the travel group. This could be your local FBLA chapter adviser, school official, parent, or other responsible adult. No chaperon may supervise more than ten FBLA members. Liability release forms and parental permission forms will be required for all members attending.***

The only role the North Dakota FBLA state office will assume is to register FBLA members for the competitive events and confirm your participation in these competitive events at the NLC. **Neither the state office nor Travel World of Crosby will register you for the conference.**

Every active chapter of FBLA will receive the FBLA-PBL NLC Guide in April, 2006, which will contain up-to-date conference information, schedule of activities, registration forms, etc. *It is very important that all participants register for the NLC by the designated deadline, or you cannot vote!* The 2006 NLC conference registration fee has not been determined, but the registration fee was \$95 in 2005. **Travel package costs determined by Travel World of Crosby do not include the FBLA conference registration fee.**

**Travel World of Crosby** will arrange air transportation from Bismarck, Fargo, Grand Forks or Minot, as requested. They will also arrange for ground transportation and arrange other fun-filled activities to nearby attractions. Contact **Travel World of Crosby** if you have suggestions to nearby attractions in Nashville. Ground transportation will be provided to/from the airport/hotel as well as check-in/check-out of the hotel. All travel group participants will participate in tours and activities in the Nashville area.

The National FBLA Dress Code is strictly enforced for all attending the NLC. Advisers, members, and guests attending general sessions, competitive events, regional meetings, workshops, and other activities, unless otherwise stated in the conference program, must conform to the National FBLA-PBL Dress Code. Conference name tags are part of the dress code and must be worn at all times.

More details will be available at the North Dakota SLC. Be sure to visit with Steve and Ardis Joraanstad of **Travel World of Crosby** at their booth on March 27, 2006. They will be happy to answer any questions you may have about the North Dakota FBLA Travel Group, attending the Institute for Leaders, and the FBLA National Leadership Conference in Nashville.

### **COMPETITIVE EVENT REGISTRATION**

Check the national competitive event guidelines in the Chapter Management Handbook to see if you placed high enough (1<sup>st</sup> place, and in many cases, 2<sup>nd</sup> place) to compete at NLC. If so, you must phone in (1-800-965-6232) your intentions (YES or NO) to **Travel World of Crosby no later than April 11, 2006**. If the first or second place winner is not going to compete at the NLC, we will contact the second or third place winner, and so forth, until we have a complete team of competitors from North Dakota in all events. **Please phone in (1-800-965-6232) or email (travlwld@nccray.com) your YES or NO answer no later than April 11, 2006, to Travel World of Crosby.**

# Travel World of Crosby Information Sheet

Please mail a copy of this form and a \$200 nonrefundable deposit for each person who is traveling, to:

TRAVEL WORLD OF CROSBY, PO BOX 124, CROSBY, ND 58730

Phone: 1-800-965-6232

e-mail: travlwld@nccray.com

**DUE: April 13, 2005**

Legal Name (as it appears on drivers license or birth certificate)	Home Phone	Home E-mail
Mailing Address		City, State, Zip
I am a: <input type="checkbox"/> Student <input type="checkbox"/> Adviser <input type="checkbox"/> Chaperon		Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
I am a: <input type="checkbox"/> Senior <input type="checkbox"/> Junior <input type="checkbox"/> Sophomore <input type="checkbox"/> Freshman		
At the State Conference, I placed: ____ 1 <sup>st</sup> , ____ 2 <sup>nd</sup> , ____ other (list place) in the ____ event.		
High School:	School Phone:	School e-mail:
Adviser/Chaperone:	Adviser/Chaperone Email:	Adviser/Chaperone Phone Number:
T-Shirt Size: <input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large <input type="checkbox"/> X-Large <input type="checkbox"/> XX-Large		
Type Room: ____ smoking ____ non smoking  <input type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/> Triple <input type="checkbox"/> Quad	Roommates: 1. 2. 3.	
Credit Card: ( <i>airline ticket only</i> )		Expiration Date:
Departure City:  <input type="checkbox"/> Bismarck <input type="checkbox"/> Fargo <input type="checkbox"/> Grand Forks <input type="checkbox"/> Minot		Northwest Airlines World Perk #: (Frequent Flyer Program)

## Participants agree that:

Personal safety and liability for accidents is a personal liability for each individual participating. Travel World of Crosby, North Dakota State Chapter of FBLA-PBL, the Department of Career and Technical Education, the organizer of this travel group, local school districts and colleges, FBLA-PBL chapters and advisers, and local chaperons are not responsible for the health and safety or loss of personal property of any person participating in this travel group. All individuals must carry their own personal health, accident, and travel insurance.

Every person is fully aware of the dangers and perils of the trip. No person, during day or night, is to leave the hotel alone. No minor student is to leave the hotel without an adult chaperon. Money, including traveler's checks, and valuables, should be kept in a safe deposit box. The hotel itself is not safe. Doors should be chain locked at all times. This travel group assumes no responsibility for the personal safety, loss of personal property, accidents, or the health of any individual participating.

A parental guardian must sign this form.

As parental guardians, we permit our child to participate in this travel group with the understanding that he/she is personally responsible for personal safety and liability as stated above.

**We agree to the above-stated conditions.**

Signature of Adult Participant or Student's Parent/Guardian

**NOTE: You must submit to Travel World the FBLA Code of Conduct Form and Medical Liability Release/ Parental Permission Slip form prior to ticketing.**





**North Dakota FBLA Code of Conduct**  
North Dakota State Board for Career and Technical Education  
SFN 53432 (7/02)

Student Name (print/type)

School (print/type)

- ☐ Fall Leadership Conference      ☐ State Leadership Conference      ☐ National Leadership Conference

**Advisers: Have each delegate sign a copy. Signed copies must be turned in at registration.**

***FBLA-PBL Code of Conduct***

FBLA-PBL members have an excellent reputation. Your conduct at every FBLA-PBL function should make a positive contribution to extending that reputation. Listed here are rules of conduct for the FBLA Leadership Conferences. All delegates will be expected to:

1. Behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon themselves, their school, other delegates, advisers, or upon FBLA-PBL.
2. Obey all local, state, and federal laws.
3. Avoid conduct not conducive to an educational conference. Such conduct includes, but is not limited to, actions disrupting the businesslike atmosphere, association with non-conference individuals, or activities that endanger self or others (running in the General Sessions, standing on chairs, using laser points during workshops, bodysurfing at dances, etc.)
4. Keep their advisers informed of their activities and whereabouts **at all times**. Accidents, injuries, and illnesses must be reported to the local or state advisers immediately.
5. Observe the curfews as listed in the conference program. Local and state advisers as well as security personnel will enforce curfews. Curfew is defined as being in your own assigned room by the designated hour.
6. Avoid alcoholic beverages and controlled or illegal substances of any form. These items must not be used or possessed at any time, or under any circumstances. Use or possession of such substances may subject the delegate to criminal prosecution.
7. Act as guests of the hotel and conference center. Delegates must obey the rules of these facilities. The facilities have the right to ask a delegate or delegates to leave. **Do not throw anything** out of windows or over balconies. Do not run down hallways. Noise should be kept at a reasonable volume, especially in the hotels. Remember there are other guests in the hotels who have rights as well. Trash (this includes pizza boxes, bottles, cans, etc.) must be placed in the proper receptacles and not left on guest room or meeting room floors. Individuals or chapters responsible for damages to any property or furnishings will be responsible for its repair or replacement.

Local advisers are responsible for the supervision of delegate conduct.

**Disregarding or Violating the Code of Conduct**

Delegates who disregard or violate this code will be subject to disciplinary action, including, but not limited to, forfeiture of privileges to attend further events, confinement to your hotel room, dismissal from the conference, and being sent home at your own expense. Parents and/or guardians will be notified and FBLA-PBL reserves the right to notify law enforcement.

I agree to abide by the Code of Conduct and the Dress Code.

Signed: \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

***FBLA-PBL Dress Code***

FBLA-PBL members and advisers should develop an awareness of the image one's appearance projects. The purpose of the dress code is to uphold the professional image of the association and its members and to prepare students for the business world. Appropriate attire is required for all attendees - advisers, members, and guests - at all general sessions, competitive events, regional meetings, workshops, and other activities unless otherwise stated in the conference program. Conference name badges are part of this dress code and must be worn for all conference functions. For safety reasons, do not wear name badges when touring.

Professional attire acceptable for official FBLA-PBL activities include:

**Males**

- Business suit with collared shirt and necktie
- Sport coat, dress slacks, collared shirt, and necktie
- Dress slacks, collared shirt, and necktie
- Business suit or sport coat with dress slacks and banded collar shirt
- Sweater or sweater vest, collared shirt with necktie, and dress slacks
- Dress socks and dress shoes
- Dress socks and dress Doc Marten style shoes (Not sandals, boots, or other shoes with heavy soles)

**Females**

- Business suit with blouse or sweater, sleeveless suit is appropriate
- Business pantsuit with blouse or sweater
- Skirt or dress slacks with buttoned-up blouse or sweater
- Business dress
- Closed toe dress shoes with nylons

**Inappropriate attire, for both men and women, includes:**

- Jewelry in visible body piercing, other than ears
- Hair dyed an unnatural color
- Cargo pocket or zip-off pants
- Jean-style khaki pants or skirt, or other pants or skirts with pockets sewn on the outside
- Capri pants
- Denim, canvas, flannel, or chambray fabric
- Backless, see-through, tight-fitting, spaghetti strapped, strapless, or low-cut blouses/tops/dresses
- Dress t-shirts (Sweaters and blouses are only appropriate)
- Clothing that shows any midriff skin
- Skirts shorter than 2 inches above the knee
- T-shirts, spandex, tank tops, or bathing suits
- Blouses that are not buttoned appropriately
- Sandals, athletic shoes, work shoes, hiking boots, bare feet, or over-the-knee-boots
- Athletic wear--including sneakers
- Hats
- Bolo ties
- Visible foundation garments

*CLARIFICATION: Many women's two-piece suits are currently designed so that they do not require a blouse. Therefore, this will be accepted. In addition, sling-back shoes (with closed toes) and sleeveless dresses/suits are accepted.*



## Career and Technical Student Organizations Consent and Medical Release

NORTH DAKOTA DEPARTMENT OF CAREER AND TECHNICAL EDUCATION

**DECA•FBLA•FCCLA•FFA• SKILLSUSA-VICA •TSA**

Participant's Name	Chapter
Social Security Number	Date of Birth
Name of Insurance Company	Policy Number
Known drug allergies	Last tetanus administration received
History of: (check if applicable) <input type="checkbox"/> Heart Condition <input type="checkbox"/> Diabetes <input type="checkbox"/> Asthma <input type="checkbox"/> Epilepsy <input type="checkbox"/> Rheumatic Fever <input type="checkbox"/> Other (explain)	
Medication currently being taken:	
Any physical restrictions or other conditions? <input type="checkbox"/> No <input type="checkbox"/> Yes (explain)	
In the event we are unable to reach you, please list name and telephone number of either nearest relative and/or family physician.	

### MEMBER OBLIGATION

While attending any Career and Technical Student Organization Function, I will make sure that my attitude, conduct and appearance will be such as to reflect credit to my chapter, school, community and our State Association.

\_\_\_\_\_  
Signature of Participant

### PARENT OBLIGATION

I, the parent/guardian of the above-named student do hereby grant permission for him/her to attend activities for the 2005-06 school year. I authorize adult advisors/chaperons to routinely check member's room to insure that students adhere to policies established by the local school district. In the event of an emergency, I do voluntarily authorize medical services to be administered and/or obtained for the above-named person as deemed necessary in medical judgment and in accordance with the above confidential information. I agree to indemnify and hold harmless the Career and Technical Student Organizations and/or assistants and designees for any and all claims, demands, actions, rights of action, or judgments by or on behalf of the above named person arising from or on account of said procedures or treatment rendered in good faith and according to accepted medical standards.

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Guardian

### MEDIA PERMISSION

We authorize Career and Technical Student Organizations to distribute for publication the above member's name and/or picture in any results for the 2005-06 school year (examples would include: printed publications, web pages, radio, etc.). (Note: At no time will addresses or phone numbers be published.)

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Signature of Parent/Guardian

Subscribed and sworn to me this

\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Notary Public in and for the State of

Residing in \_\_\_\_\_

\_\_\_\_\_  
Notary's Signature





North Dakota FBLA-PBL is sponsored as part of the  
Department of Career and Technical Education  
Wayne Kutzer, State Director and Executive Officer  
Kelly Scholl, FBLA-PBL State Chairperson  
State Capitol Building, 15<sup>th</sup> Floor  
600 E. Boulevard Ave., Dept. 270  
Bismarck, ND 58505-0610